Open Cities CMS Training Level 1

Provided by the Communications & Public Engagement Team

Your Assistance

THIS IS A LOT TO COVER, SO PLEASE HOLD YOUR QUESTIONS UNTIL THE END SO WE CAN GET THROUGH EVERYTHING.

- Please mute your microphone.

- Please disable your camera to help with any delays.

- Please write down your questions so we do not forget to address them later.

- Please write down the page number given during training for your own reference.

Broad Overview: Focus for Training

- Different roles that Department Web Representatives and CPE representatives will have on the site.

- What the approval process for updating content looks like.

- An introduction to the Open Cities dashboard, how to edit pages and some details about key templates/layouts.

- How to load files, documents, and images to Open Cities.

- Touch briefly on website calendar and entering events.

- **Learn By**

  - Auditory/Reading: Refer to the training guide.

  - Tactile/hands on: Take notes, refer to the training guide to reproduce the process

  - Visual: Watch carefully and take notes as you follow along

Roles

- ▶ Each user is assigned a role
  - ▶ Power Publishers or OC Editor
    - ▶ Refer to **PAGE 5** in the training guide
  - ▶ Approval Workflows go to CPE Representatives/Power Publishers
    - ▶ Starts after page is submitted by the Department Web Representatives/OC Editor
    - ▶ Email sent to the CPE Representative/Power Publisher
    - ▶ Refer to **Page 8** in the training manual for **CPE Representative** guidance on how to approve or reject an edit.

Getting oriented
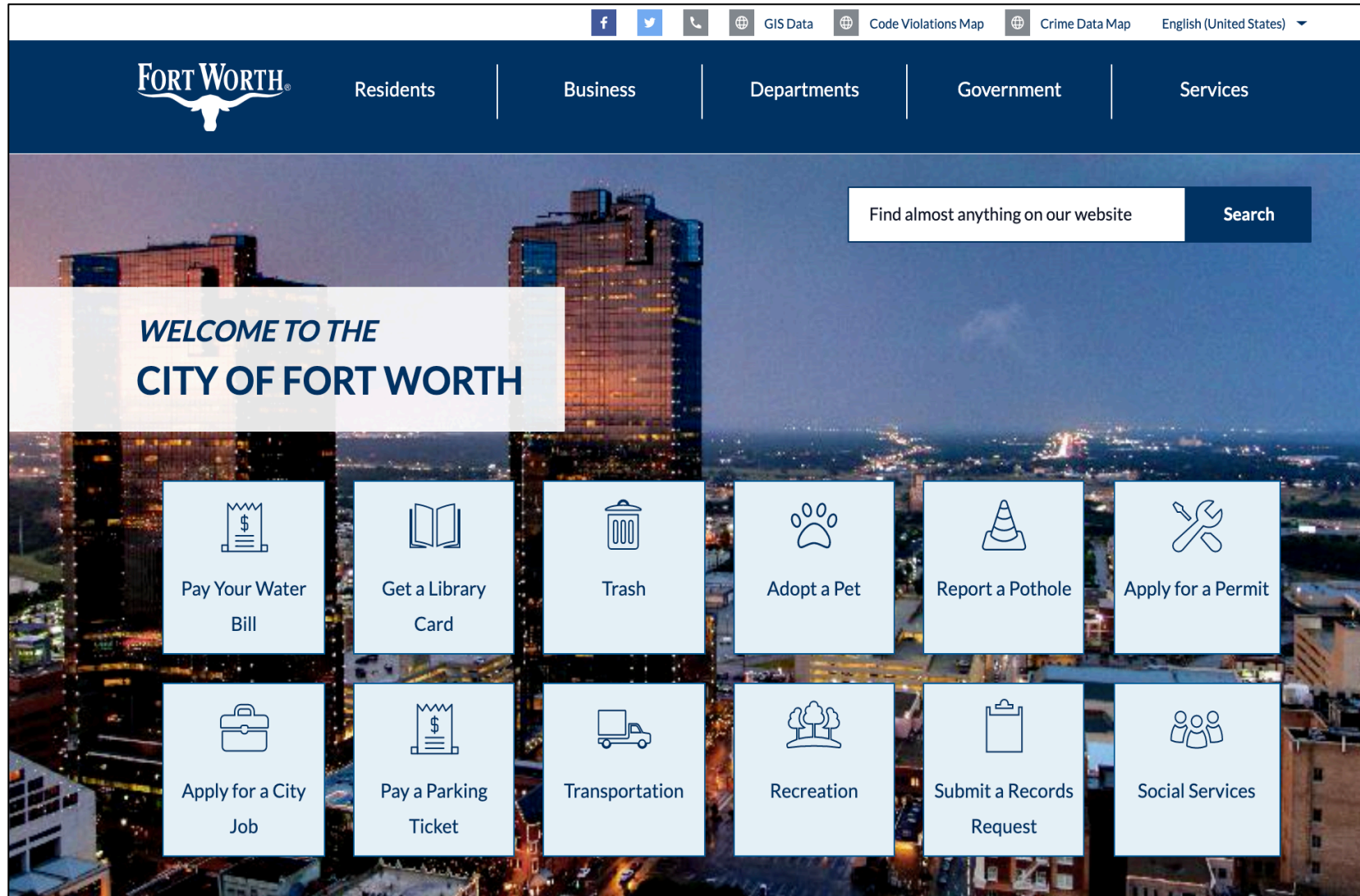
Getting oriented: Open Cities Dashboard

- **fortworth.admin.opencities.com**

- Refer to **PAGE 12** in the training guide

- Navigation to content

- Templates – already determined

  - Refer to **PAGE 16 and 17** in the training guide

- Key Terms

  - "WIP" = "Work in progress", you will see a pencil icon

  - Save

  - Preview

  - Checking pages in and out

  - Submit

    - Starts the workflow

    - NO more edits till the CPE representative approves your edit

Templates

- Each page will be assigned a template that is determined by content purpose.
    - EX: Service, Event, Initiative, Department etc.
    - Refer to **PAGE 17 and 18** in the training guide
- Each template will have fields that just need to be entered
- Each template will have a Setting Tab
- Each template will have a Links Tab
- Each template will have a History Tab

Edit Fields in Template

- Add/Edit/Remove and required fields
  - Fields
  - Image
  - Purpose/Summary
  - Contact
  - Location
  - Side Panels
  - Labels
  - Required fields

Files

- Location
  - JPG files
  - PDF files
  - code-report-nov-2020.pdf
  - image-name.jpg
- Assign content labels
- Assign a brief alt/description of the file

Writing for web

- **Know your audience**
  - Residents
  - Employees
  - Simple language
  - Short sentences
  - No acronyms
  - Read your content out loud

What we need you to do

▶ **Following the training, you will receive an email with a link to a survey that will help us improve the training guide for future trainings.**

▶ We want to make this information as easy for you to understand as possible, and are open to your suggestions for improvement.

▶ What Now

- ▶ Explore your pages by starting with this link, https://beta.fortworthtexas.gov/Home.
- ▶ Refer to your audit of pages you did last year, determine the top accessed pages
  - ▶ Check links, images, documents
  - ▶ Try to navigate through your pages
  - ▶ Refer to HR pages which will be a go by
    - ▶ You can view HR but you cannot edit the pages, unless you are HR.
    - ▶ Keep in mind your department pages organizing may still be in progress.
  - ▶ Finally discuss the organization of pages with your CPE representative

▶Be aware of the Schedule

Beta site testing will be conducted September 28 – October 9 by a dedicated team of internal and external testers. To prepare for Beta testing, all Department Web Representatives will need to review their Department content and make necessary edits.

▶ Department Web Representatives will edit their Department page(s) using OpenCities. Edits need to be completed by September 18 (We will be assisting):

  ▶ Once again

  ➢ Review your Department page(s) on the beta site (test site) located at https://beta.fortworthtexas.gov/Home.

  ➢ To make changes, access OpenCities at https://fortworth.admin.opencities.com.

  ➢ Follow the instructions in the Training Guide to locate your Department page(s) and edit as necessary. Check for spelling errors, formatting, and overall page appearance.

  ➢ Publish the page(s) to start the approval workflow; double-check the current website for any edits since December, 2019 that need to be made to the new site.

  ➢ Concentrate on most visited page in your department

During the Beta testing, the CPE Web team will forward any feedback related to your site so you can make adjustments by October 14.

· CFW's new Internet site will launch October 19, 2020.

This completes the training!

Thank you for attending the Open Cities CMS Training Level 1.

I hope you all were able to follow
and found it beneficial, be sure to refer to the training guide created by Andrea Duffie for more details on OC.